



MILWAUKEE COUNTY  
Behavioral  
Health  
Division

myAvatar™

*Tips and Tricks*



## Crisis Discharge Summary/Crisis Discharge Summary Patient Acknowledgment Forms and Report- Use the guidelines below for completing these forms in Avatar and running the associated report.

### Crisis Discharge Summary- to be completed by Provider

The Crisis Discharge Summary (CDS) Form in Avatar replaces the paper form currently in use and has the same components. There is an important additional checkbox (Is this discharge summary complete?) at the end of the form and some workflow components that are different from the paper form, listed below.

- Generally, the Medical Screening and Status of EMC is completed prior to the CDS, and will automatically populate the Emergency Medical Condition section in the CDS.

The screenshot shows the 'Crisis Discharge Summary' form in the Avatar system. The 'Emergency Medical Condition (non-psychiatric)' section is highlighted with a red box, indicating that the 'No' option is selected. Other visible fields include 'Assessment Date' (12/18/2018), 'Disposition' (Other), and 'Transfer to'.

- Complete the Medications Prescribed section (including none as needed) for medications prescribed. You will not enter (as you did on the paper form) medications administered as medications administered will auto-populate on the report given to the patient only and not appear on the form.

The screenshot shows the 'Medications Prescribed' section of the form. It includes fields for 'The following prescriptions were made' (None, Resume your home medication), 'Prescription given to patient' (Yes, No), 'Dispense Medication and Dose' (alprazolam 0.25mg TIDPRN), and 'Indication' (anxiety). The 'Prescription given to patient' section is highlighted with a red box, indicating that the 'Yes' option is selected.

- There is a new checkbox at the end of the form to indicate the form is complete in it's entirety. Click 'Yes' in the checkbox when all sections are complete and you are the final submitter. It's very important to select 'Yes' when the form is complete as this indicates to nursing staff that the Crisis Discharge Summary Patient Acknowledgement Form is ready for the patient's signature.

Other Appointment  
Safety Plan

Submit

Internal Coping Strategies : Things you agree to try to take your mind off my problems

1 test coping

2

3

**My Supports**

People or places I can use to help me distract

1 test supports

2

3

People I agree to call for help

1 test calling for help

2

3

Please check this box below to confirm that this form is complete in it's entirety.  
Is this discharge summary complete?

☒ Yes

## Crisis Discharge Summary Patient Acknowledgement Form and Report- to be completed by Nurse

- A widget in the Crisis Discharge Summary Patient Acknowledgement Form will indicate if the CDS is **Complete**, is **Not complete**, or if the form is **Not Started**. Do not have the patient sign and submit the form until a provider has submitted the CDS as **Complete**. (See your Manager for assistance if the CDS is not Complete and the patient is due to leave the facility.)
- Click the Review Patient Summary button to launch a preview of the report summary that can be reviewed with the patient. Close the report.
- Once reviewed, have the patient sign in the signature box on the form.

Chart Crisis Discharge Summary Patient Acknowledgement

Patient Acknowledgement

Submit

Print Date: 06/21/2019

Print Time: 01:17 PM

Current H M AM/PM

Who is signing this discharge summary?

☒ Patient ☐ Legal Guardian

Patient or Legal Guardian Signature

Get Signature

Review Patient Summary

Crisis Discharge Summary

Is this Complete?

Yes Complete

- If the patient declines to sign the acknowledgement form, select the 'Yes' checkbox and indicate why the patient declined to sign the form.

The screenshot shows the 'Crisis Discharge Summary Patient Acknowledgement' form. The 'Print Date' is 06/21/2019 and the 'Print Time' is 01:17 PM. The 'Who is signing this discharge summary?' section has the 'Patient' radio button selected. Below the signature field, the 'Patient Declined' section is highlighted with a red box. It contains a checked 'Yes' checkbox, the text 'Why declined?' in red, and a text area labeled 'Indicate why'.

- Upon submitting the form, the Crisis Discharge Summary Report given to the patient is automatically generated and ready to print to the default printer, with the staff member's and patient's signature on the report. The report may be several pages long so adjust the printer settings as needed.